

BALANCE SHEET**@ 30/06/2020****Fixed Assets**

Long Term Investments	£	584,205
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Current Assets

Debtors	£	13,492
Short Term Investments	£	278,305
Cash at Bank and in hand	£	23,999
	£	<u>315,796</u>

Less Current Liabilities

Creditors	£	(28,922)
Restricted Funds	£	(16,161)
	£	<u>(45,083)</u>

Net Assets (excluding Fixed Asset Reserve)

	£	<u><u>854,918</u></u>
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Financed by:

Year To Date Trial Balance Surplus/(Deficit)	£	99,032
General Reserve	£	442,390
Designated Reserves (excluding CIL & SBC)	£	229,793
Community Infrastructure Levy (CIL) balance	£	10,279
Shakespeare Birthday Celebrations (SBC) balance	£	73,424
	£	<u>854,918</u>

(excluding Fixed Assets @ 31/03/2020) £ 15,039,541**INVESTMENTS & BANK****@ 30/06/2020**

CCLA Local Authorities' Property Fund	£	250,000
Cambridge & Counties 3 Year Business Bond	£	102,200
Cambridge & Counties 2 Year Business Bonds	£	232,005
Total Long Term Investments	£	<u><u>584,205</u></u>

CCLA Public Sector Deposit Fund	£	64,407
Cambridge & Counties Bank Savings Account	£	213,898
Total Short Term Investments	£	<u><u>278,305</u></u>

Barclays Business Current Account	£	23,645
Barclays Debit Card Account	£	141
Petty Cash	£	212
Total Cash at Bank and in hand	£	<u><u>23,999</u></u>

Total Investments & Bank

	£	<u><u>886,509</u></u>
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RESERVES**@ 31/03/2020**

Building Maintenance Reserve	£	136,615
Cemetery Land & Building Reserve	£	25,400
Allotment Reserve	£	27,162
Christmas Festival Reserve	£	7,154
Vehicle Replacement Reserve	£	15,000
Election Expenses Reserve	£	18,462
Community Infrastructure Levy (CIL)	£	5,755
SBC Reserve	£	73,047
Total Designated Reserves	£	<u><u>308,595</u></u>

General Reserve

	£	<u><u>442,390</u></u>
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Total Reserves

	£	<u><u>750,985</u></u>
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SUMMARISED INCOME & EXPENDITURE ACCOUNT
@ 30/06/2020

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Precept	514,351	128,588	128,588	126,363	(385,763)	-
Council Tax Reduction Grant	-	-	-	915	-	-
Market & Christmas Festival [Net]	35,410	8,853	-	49,103	(35,410)	(8,853)
Rents [Net]	7,566	1,892	7,566	7,566	(0)	5,674
Interest on Investments	17,500	4,375	517	100	(16,983)	(3,858)
Interest on Bank Accounts	360	90	56	92	(304)	(34)
Income from Sale of Assets	-	-	-	-	-	-
River Mooring [Net]	1,035	259	513	721	(523)	254
Sundry Income	-	-	-	-	-	-
Town Hall Commercial Management [Net]	(5,564)	(1,391)	(7,563)	(171)	(1,999)	(6,172)
Funding from Reserves	295,705	n/a	<i>tbc @ Year End</i>	-	<i>tbc @ Year End</i>	n/a
	866,363	142,665	129,676	184,689	(736,687)	(12,989)
EXPENDITURE						
Operational & Administrative Expenses	455,456	113,864	68,282	83,411	387,175	45,582
Civic Expenditure	89,307	21,361	6,455	13,863	82,852	14,906
Cemetery [Net]	141,367	34,592	57,034	32,130	84,333	(22,442)
Holy Trinity Churchyard & Garden of Remembrance	3,000	750	-	3,805	3,000	750
Tranquility Garden [Net]	(4,107)	(1,027)	-	(2,527)	(4,107)	(1,027)
Allotments [Net]	(155)	(38)	-	(33)	(155)	(38)
Hatton Rock	19,361	4,840	5,444	4,085	13,917	(604)
Initiatives, Projects and Grants	175,134	41,234	4,054	1,035	171,080	37,180
	879,363	215,576	141,267	135,769	738,096	74,309
NET Surplus / (Deficit)	(13,000)	(72,911)	(11,591)	48,921	1,409	61,320

Cemetery Expenditure increase for Ground Maintenance F&S Minute 25 10.9.19 and for Equipment F&S Minute 71.2 10.3.20 (carried over from 2019-20)

MARKET & CHRISTMAS FESTIVAL**@ 30/06/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Market	143,943	35,986	-	70,148	(143,943)	(35,986)
Christmas Festival	-	-	-	-	-	-
	143,943	35,986	-	70,148	(143,943)	(35,986)
EXPENDITURE						
Market - District Council Share	86,366	21,592	-	21,044	86,366	21,592
Market - Tripartite Expenses	2,879	720	-	-	2,879	720
Christmas Festival	19,288	4,822	-	-	19,288	4,822
	108,533	27,133	-	21,044	108,533	27,133
NET INCOME	35,410	8,853	-	49,103	(35,410)	(8,853)

TOWN HALL COMMERCIAL MANAGEMENT**@ 30/06/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Lettings (excluding Deferred Income)	30,876	7,719	186	9,994	(30,690)	(7,533)
Sundry Income	314	79	-	78	(314)	(79)
	31,190	7,798	186	10,072	(31,004)	(7,612)
EXPENDITURE						
Personnel	27,202	6,801	5,798	7,258	21,404	1,002
Security Personnel	793	198	-	229	793	198
Cleaning & Laundry	3,600	900	640	697	2,960	260
PRS and Licences	1,653	413	1,267	2,006	386	(853)
Operating Equipment	914	229	44	-	870	185
Travel & Subsistence	350	88	-	53	350	88
Marketing, Publicity & Special Projects	1,500	375	-	-	1,500	375
Other Costs	500	125	-	-	500	125
Contingency for Inflation	242	61	-	-	-	-
	36,754	9,189	7,749	10,242	29,005	1,440
NET INCOME	(5,564)	(1,391)	(7,563)	(171)	(1,999)	(6,172)

OPERATIONAL & ADMINISTRATION
@ 30/06/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 30/06/2020	2020-21	2019-20	Annual Budget	YTD Budget
Rother Street Clock Tower	220	55	14	12	206	41
STC Meeting Expenses & Subsistence	1,000	250	36	164	964	214
Travel and Subsistence	250	63	-	68	250	63
Borough Records	350	88	-	-	350	88
Salaries, Wages and Related Costs	189,834	47,459	45,584	51,392	144,250	1,875
Recruitment	1,500	375	-	137	1,500	375
Advertising & Publicity	1,000	250	-	-	1,000	250
Office Equipment & Furniture & Stationery	3,600	900	452	978	3,148	448
Equipment Rental	2,274	568	465	465	1,809	103
Combined Insurance Policy	12,124	3,031	3,277	2,871	8,847	(246)
Telephones	2,200	550	515	528	1,685	35
Postage & Carriage	1,000	250	400	383	600	(150)
Avon Planning Services	4,080	1,020	1,020	1,360	3,060	-
Neighbourhood Plan Monitoring & Review	2,000	500	180	180	1,820	320
Subscriptions	2,260	565	954	802	1,306	(389)
Professional Fees	13,595	3,399	-	6,425	13,595	3,399
Audit Fees	5,746	1,437	-	-	5,746	1,437
Payroll Services	5,800	1,450	-	2,050	5,800	1,450
Health & Safety	1,500	375	-	-	1,500	375
Councillor & Staff Training	7,565	1,891	210	150	7,355	1,681
IT	8,325	2,081	2,941	3,362	5,384	(860)
Website Maintenance	1,000	250	723	75	277	(473)
Bank Charges & Interest	1,000	250	131	192	869	119
Newspapers	40	10	7	9	33	3
Rates & Water Rates	28,126	7,032	6,496	6,388	21,630	535
Heating & Lighting	7,990	1,998	1,273	1,394	6,717	724
General Repairs, Maintenance & Sundry	137,500	34,375	2,833	3,620	134,667	31,542
Alarm & CCTV Call Out	1,000	250	365	-	635	(115)
Lift Maintenance Contract	1,000	250	405	405	595	(155)
Election Exp (Inc Polls/Pro Challenges)	5,000	1,250	-	-	5,000	1,250
Contingency for Inflation	6,577	1,644	-	-	6,577	1,644
	455,456	113,864	68,282	83,411	387,175	45,582

CIVIC EXPENDITURE
@ 30/06/2020

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
Mayor's Allowance	6,500	1,625	2,068	2,029	4,432	(443)
Mayor's Traveling	5,000	1,250	204	1,526	4,796	1,046
New Civic Car (to be added to Mayor's Travelling)	3,864					
Civic Insignia	4,864	1,216	3,364	162	1,500	(2,148)
Receptions (Formal & Informal)	6,000	1,500	100	3,288	5,900	1,400
Honoraria inc photographic	3,329	832	718	453	2,611	114
Printing & Stationery	500	125	-	212	500	125
Floral Decorations	650	163	-	215	650	163
Civic Robes	1,500	375	-	631	1,500	375
Civic Gifts	100	25	-	61	100	25
SBC - Town Council funding contribution	25,000	6,250	-	-	25,000	6,250
Christmas Activities	2,000	500	-	-	2,000	500
Festivals & Events - HODS	2,000	500	-	-	2,000	500
VE Day 75	3,000	750	-	-	-	-
Contingency (Events tbc)	5,000	1,250	-	-	5,000	1,250
National Mourning Protocol	-	-	-	-	-	-
Event Security	20,000	5,000	-	5,285	20,000	5,000
	89,307	21,361	6,455	13,863	82,852	14,906

CEMETERY**@ 30/06/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	43,074	10,769	6,335	16,940	(36,739)	(4,434)
Memorial Fees	10,855	2,714	605	2,500	(10,250)	(2,109)
Sundry Income (Seating/Trees/Transfers)	400	100	80	80	(320)	(20)
	54,329	13,582	7,020	19,520	(47,309)	(6,562)
EXPENDITURE						
Salaries, Wages and Related Costs	135,173	33,793	34,026	32,671	101,147	(233)
Training	3,000					
Rates & Water Rates	4,374	1,094	1,114	1,066	3,260	(21)
General Ground Maintenance	26,500	6,625	21,143	14,649	5,357	(14,518)
Repairs & Maintenance	1,100	275	-	-	1,100	275
Telephone	650	163	112	143	538	51
Heating & Lighting	1,160	290	53	(675)	1,107	237
Vehicle Expenses	3,730	933	1,071	1,386	2,659	(139)
Equipment	10,218	2,555	5,521	1,042	4,697	(2,966)
Health & Safety	250	63	-	-	250	63
Grave Excavation	4,750	1,188	760	950	3,990	428
Travel & Subsistence	626	157	149	113	477	8
Sundry Seating & Trees	600	150	105	304	495	45
Contingency for Inflation	1,065	266	-	-	1,065	266
Vehicle Replacement Contingency	2,500	625	-	-	2,500	625
	195,696	48,174	64,054	51,650	131,642	(15,880)
NET EXPENDITURE	141,367	34,592	57,034	32,130	84,333	(22,442)

Cemetery Expenditure increase for Ground Maintenance F&S Minute 25 10.9.19 and for Equipment F&S Minute 71.2 10.3.20 (carried over from 2019-20)

HOLY TRINITY CHURCHYARD & GARDEN OF REMEMBRANCE**@ 30/06/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
EXPENDITURE						
Special Repairs and Maintenance	3,000	750	-	3,805	3,000	750
	3,000	750	-	3,805	3,000	750

TRANQUILITY GARDEN**@ 30/06/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Purchase & Interment Fees	6,480	1,620	-	1,169	(6,480)	(1,620)
Memorial Fees	2,627	657	-	1,399	(2,627)	(657)
	9,107	2,277	-	2,568	(9,107)	(2,277)
EXPENDITURE						
Maintenance & Development Costs	5,000	1,250	-	41	5,000	1,250
	5,000	1,250	-	41	5,000	1,250
NET EXPENDITURE	(4,107)	(1,027)	-	(2,527)	(4,107)	(1,027)

Budget 2020/21 Income expected to exceed Expenditure

ALLOTMENTS - PARK ROAD**@ 30/06/2020**

	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget 2020-21	YTD Budget @ 30/06/2020	YTD Actuals 2020-21	YTD Previous 2019-20	YTD Actuals To Annual Budget	YTD Budget
INCOME						
Tenancy Rental	165	41	-	-	(165)	(41)
	165	41	-	-	(165)	(41)
EXPENDITURE						
Lease	10	3	-	(33)	10	3
Set up & Maintenance Costs	-	-	-	-	-	-
	10	3	-	(33)	10	3
NET EXPENDITURE	(155)	(38)	-	(33)	(155)	(38)

Budget 2020/21 Expenditure to be covered by Designated Allotment Reserve

HATTON ROCK**@ 30/06/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 30/06/2020	2020-21	2019-20	Annual Budget	YTD Budget
Rent	13,490	3,373	4,497	3,155	8,993	(1,124)
Rates	4,584	1,146	1,135	1,117	3,449	11
Insurance	144	36	-	-	144	36
Heating & Lighting	43	11	-	1	43	11
Service Costs	750	188	(188)	(188)	938	376
Sundry Expenses	350	88	-	-	350	88
	19,361	4,840	5,444	4,085	13,917	(604)

INITIATIVES, PROJECTS AND GRANTS**@ 30/06/2020**

EXPENDITURE	BUDGET		ACTUALS		VARIANCE - Surplus (Deficit)	
	Annual Budget	YTD Budget	YTD Actuals	YTD Previous	YTD Actuals To	
	2020-21	@ 30/06/2020	2020-21	2019-20	Annual Budget	YTD Budget
Special Projects & Grants - Over £20K	115,000	28,750	-	-	115,000	28,750
Special Projects & Grants - Under £20K	-	-	-	-	-	-
Town Projects / Partnership Working / CCTV	28,087	7,022	-	-	28,087	7,022
Stratforward - BID Levy	744	186	709	709	35	(523)
Localism Project (NDP) - to Nov 2018	-	-	-	-	-	-
COVID-19 Response & Community Support	-	-	3,239	-	(3,239)	(3,239)
Other Debtors - Stratford Support cash only clients	-	-	106	-	-	-
Special Projects & Events	-	-	-	-	-	-
Newsletters / Quality Status	14,106	3,527	-	326	14,106	3,527
Bus Shelters/Dog Hygiene/Litter/Cycle Racks	6,997	1,749	-	-	6,997	1,749
Climate Change Pilot Scheme	10,000	2,500	-	326	10,000	2,500
Lunch Club (Loneliness/Dementia Friendly projects)	200	50	-	-	200	50
	175,134	41,234	4,054	1,035	171,080	37,180

SHAKESPEARE BIRTHDAY CELEBRATIONS

@ 30/06/2020

			2020-21	2019-20
SBC - S106 Agreement (Balance)			7,933	
SBC - Opening Balance (B/fwd from 2019-20)			73,047	
INCOME				
SBC - Income (Other)			-	-
SBC - Town Council Budget			-	-
SBC - Friends Donations			-	100
SBC - Friends Receptions			-	-
SBC - Parade - Flags & Admin Fee			-	2,542
SBC - Advertising Income			-	-
SBC - Bank Interest			-	-
Total Income			-	2,642
EXPENDITURE				
SBC - Expenditure			-	-
SBC - Shields Repairs & Maintenance			-	-
SBC - Standard Replacements			-	-
SBC - Flag Poles			-	4,520
SBC - Insurance			-	-
SBC - Health & Safety			500	1,990
SBC - Event Security			-	-
SBC - Traffic Management			-	11,166
SBC - Parade & Ceremony			(877)	8,193
SBC - Management Charges			-	5,633
SBC - Operational Expenses			-	-
SBC - Miscellaneous Expenses			-	1,306
SBC - Birthday Cake			-	-
SBC - Playmakers			-	-
SBC - Marketing			-	1,690
SBC - Bank Charges			-	-
SBC - Friends of Shakespeare (including Launch)			-	-
SBC - Friends Reception			-	-
Total Expenditure			(377)	34,497
NET Surplus (Deficit) for Year			377	(31,856)
SBC - including Opening Balance			73,424	